

EMPLOYMENT OPPORTUNITY

State of California
State Council on Developmental Disabilities
Area Board 9
200 East Santa Clara Street, Suite 210
Ventura, CA 93001

Position: Office technician Typing (full-time)

Location: Ventura, CA

Office: SCDD Area Board 9

Salary Range: \$2,686 – 3,264

Deadline: Until Filled

Duty Statement Office Technician (Typing)

Under the direction of the Executive Director, the Office Technician is responsible for providing clerical, reception, and administrative support to all staff.

Duties:

55% of time:

- Serves as initial public contact to the agency, records information from advocacy inquiries, answers routine questions, routes telephone calls to various staff as indicated, makes appointments for BSG staff members.
- Types correspondence, memoranda, and reports as necessary. Types agendas, meeting notices, copies and assembles background material as necessary for area board meetings. Takes minutes at Board meetings and some committee meetings.
- Composes and writes responses to routine correspondence.
- Opens, logs, routes incoming mail and processes outgoing mail.
- Operates all office equipment. Maintains the Area Board 9 website under direction.

35% of time:

- Electronically processes orders and maintains the supply and equipment as needed for the Area Board. Electronically processes invoices and maintains accurate records of expenditures.

- Maintains and processes all personnel reports for personnel, processes and files various papers, administrative documents and maintains and processes board member appointment papers and procedural requirements. Processes all personnel documentation for new hires, separation, timekeeping and all matters related to personnel issues.
- Prepares quarterly expenditure reports, and assists the Executive Director in developing the budget.

10% of time:

- Prepares and processes travel claims for Board Members and Staff.
- Makes arrangements for Board and Committee meetings, and Board Retreat, as necessary.

Supervision Received: The Office Technician is supervised by the Executive Director. However, this position does receive assignments from other Area Board staff. The OT (T) is required to utilize initiative and resourcefulness when completing assignments.

Supervision Exercised: None

Personal Contacts: The OT (T) has contact with the public, families, individuals who receive services, professionals, representatives of various Federal and State Agencies, Board members and State Council staff.

Action and Consequences: The Office Technician exercises tact and communication skills in dealing with inquiries from various agencies and individuals requesting services. Poor interpersonal skills can adversely affect the effectiveness of the office.

Other Information: Solid clerical and computer skills are essential. Dependability, good organization and time management are necessary. Excellent interpersonal and communication skills are essential to success. Being bilingual, Spanish speaking is a benefit.

The OT (T) must work as a team member, be flexible and able to work under pressure. On occasion, the OT may be required to work hours beyond the normal workday to attend board meetings. The OT (T) must be able to drive their vehicle to Area Board meetings in locations through out Tri-Counties.